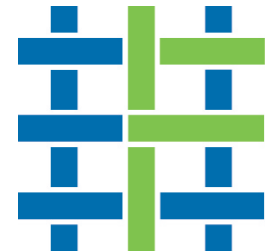


From Funding Plan to Funding Programs

Creating a comprehensive system of early childhood programs for Arizona's children



Funding Plan to Logic Model

- Finance Division Staff will develop a *scope of work logic model* for each strategy listed in the Funding Plan
 - Includes elements such as budget, implementation considerations, evaluation (see sample)
 - Finance Division Staff & the Regional Coordinator will discuss the logic model information and make modifications
 - Draft logic models will be shared with **Regional Partnership Councils** to modify and capture the intended focus of the strategy

Scope of Work - Narrative

- The narrative scope of work is developed from the agreed final scope of work logic model
- Finance Division Staff will draft the narrative Scope of Work to be shared with and modified by the Regional Coordinator and **Regional Partnership Councils**
- Once the narrative is final; Finance Division Staff will copy the narrative into an established RFGA template. *At this point, the document is not available to the public until it is released.*

RFGA

- Once the RFGA is drafted, First Things First Staff including Regional Coordinators, Managers, and Policy Specialists will review and offer suggestions for changes to the document.
- An RFGA issuance timeline will also be agreed upon.

How Do People Find Out About an RFGA?

- First Things First Database
- State Procurement Office's e-procurement system
- Additional distribution lists maintained by Regional Partnership Council Coordinators.



RFGAs: What are the Statutory Requirements?

➤ RFGA's must be posted for a minimum of six weeks.

➤ When an RFGA is “on the street” (i.e. posted) all questions about the RFGA must be submitted in writing.



RFGAs: What are the Statutory Requirements?



➤ When applicable to all potential applicants, *Frequently Asked Questions* will be posted on the FTF website.



Requirements Continued

- A pre-application conference is held at least 21 days before the RFGA close date.
- If any clarifications of or corrections to the RFGA arise, then a formal written RFGA amendment will be issued and posted to the FTF website.



Requirements Continued

- Grant applications must be reviewed by at least three peers of the applicant or other qualified individuals.
- Grant applications are reviewed solely on the evaluation criteria listed in the RFGA .



Requirements Continued

- Review committees will reach a consensus on scores and comments for each application.



Timeline & Key Responsibilities

Example Timeline & Regional Council Key Responsibilities

- Scope of Work Development - December/January
- Approve Review Committee Process – January
- RFGAs Released – February
- RFGAs Due – Mid-March
- Review Committees Meet / Make recommendations to Regional Council- April
- Regional Council receives Review Committee recommendations - April/May

The RFGA Review Process

- Review Committee Selection
- Training the Review Committee
- RFGA Application Review
Strengths/Weaknesses/Clarifications
- Recommendation to Regional Partnership Councils

Review Committee Recommendations

- Each Review Committee will make recommendations to the Regional Partnership Council.
- The Regional Partnership Council accepts/modifies/denies the recommendations.
- Each Regional Partnership Council forwards their recommendations to the FTF Board
- The Board accepts/modifies/denies recommendations.



Awards

- Upon acceptance of recommendations by the FTF Board award and regret letters are issued.
- Grantees receive a packet of information needed for successful grant management.
- Orientation Meetings are held for all Grantees.



Public Review

- After award (30 days) the public can look at the procurement file in person at our office.
 - Look at strengths/weaknesses/scores of all applicants.
 - Useful information improves future application(s).
- Provides documented evidence of transparency and fairness of the process.

